



Illinois State Board of Education

100 North First Street, E-240
Springfield, Illinois 62777-0001



Substitute Teacher Recruitment Assurance

EDUCATOR EFFECTIVENESS DEPARTMENT

Pursuant to Section 2-3.173 of the School Code [105 ILCS 5], school districts may supplement their substitute teacher recruitment for elementary and secondary schools with the use of recruiting firms.

Instructions: Please complete the following form and return to licensureforms@isbe.net.

Copies of all substitute teacher contracts are required to be filed with the district's Regional Office of Education, which acts as an extension of the State Board of Education, in an electronic or paper format.

Each substitute teaching recruiting firm that contracts with the district shall file an annual report with the district that will include the number of substitute teachers who were placed in the district, the total cost of the contract to the district, and the percentage of substitute teacher openings that were filled.

PART I: TO BE COMPLETED BY THE SCHOOL DISTRICT

NAME OF DISTRICT	TELEPHONE FOR DISTRICT (Include Area Code)
NAME OF DISTRICT SUPERINTENDENT	FAX FOR DISTRICT (Include Area Code)
NAME OF SUBSTITUTE RECRUITING FIRM(S)	E-MAIL FOR DISTRICT

School districts are required to attest to the following in order to qualify for this program:

I assure that the district is unable to find an adequate number of substitute teachers and has exhausted all other efforts and that the district has prioritized current substitute teachers over substitute teachers from recruiting firms.

Original Signature of District Superintendent
or Designee

Printed Name of Signee

Date

PART II: ADDITIONAL SECTION ONLY TO BE COMPLETED BY CITY OF CHICAGO SCHOOL DISTRICT #299

Chicago Public Schools must provide the following assurances under Article 34 of the School Code:

I assure that the district is unable to find an adequate number of substitute teachers and has exhausted all other efforts.

I assure that the district has prioritized existing substitute teachers over substitute teachers from recruiting firms.

I assure that copies of all substitute teacher contracts will be filed with the State Board of Education, in an electronic or paper format.

I assure each recruiting firm contracted by the district shall file an annual report with the district that includes the number of substitute teachers placed in the district, the total cost of the contract to the district, and the percentage of substitute teacher openings that were filled.

I assure that our district has adequate funds to fill and pay for all substitute teacher positions.

Original Signature of District Superintendent
or Designee

Printed Name of Signee

Date